

# Perth-Andover Middle School



## Parent /Student Handbook 2025-26

Student: \_\_\_\_\_

Homeroom: \_\_\_\_\_

20 Nissen Street. Perth-Andover, NB E7H 3G1  
(506) 273-4760  
<https://pams.nbed.ca/>  
[perth-andovermiddle@nbed.nb.ca](mailto:perth-andovermiddle@nbed.nb.ca)

## Welcome to PAMS

We are excited to welcome you to another fantastic school year at PAMS! This handbook outlines our shared expectations and provides key information to help maintain a positive, respectful learning environment. It reflects the responsibilities we all share in upholding our school's mission, vision, and values.

At PAMS, we embrace diversity and foster an inclusive space where every student feels valued and supported—regardless of gender identity, sexual orientation, race, or religious beliefs. Our community is built on respect, accountability, and a commitment to dignity for all.

As a **PBIS (Positive Behavioral Interventions and Supports)** school, we focus on teaching and reinforcing positive behavior. PBIS helps us create a consistent and supportive environment where expectations are clear and everyone can succeed.

We look forward to a great year of learning, growth, and success together!

*Mrs. Claudine Bouvrette-Grant - Principal*  
*Mr. Kevin Baker - Vice Principal*

## A message from our Superintendent



# ASD-W

Anglophone School District West

20 Knowledge Park | Fredericton, New Brunswick E3C 2P5 | [www.asdw.nbed.nb.ca](http://www.asdw.nbed.nb.ca)

September 2025

Dear Families/Caregivers:

Anglophone West School District is committed to creating and maintaining an environment in schools where students, staff, and visitors feel safe. To enhance safety and security, district protocol requires Violence Threat Risk Assessment (VTRA) training of School Administrators, Education Support Services, and district staff. Further to this, partners from Policing, Public Safety, Social Development and Mental Health are also trained in this multi-disciplinary approach.

The protocol requires trained school staff and community partners, as a team, to complete an Assessment of Risk to Others (ARTO) in all cases where students make threats to harm others. The purpose of the ARTO process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your own child, please be assured that our protocol is being followed and that the goal is safety for all.

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a **"hold and secure"** allows those who are in the building to continue with their normal routines but calls for increased monitoring of entrances and for no one to enter or leave the building. A **"lock down"** requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for families/caregivers to know that they will not be able to retrieve their child(ren) until the "all clear" is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that families/caregivers, students, and community members who have knowledge of a threat or high-risk behaviour will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment.

We appreciate your support in helping ensure our schools are safe environments for all students and staff.

Sincerely,

David McTimoney  
Superintendent

## ***Our Mission***

**Positivity**

**Belonging**

**Resiliency**

## ***Our Vision***

**At PAMS, we create a positive learning environment that promotes a sense of belonging and resiliency for ALL.**

## ***BEARS CODE***

### **Belonging**

- Include others
- Encourage and be supportive

### **Empathy**

- Acknowledge we are all different
- Be kind

### **Achievement**

- Practice a growth mindset
- Plan for success
- Complete tasks

### **Respect**

- Practice good manners
- Use school appropriate words
- Take care of school and personal property

### **Safety**

- Stay in your assigned space
- Keep hands, feet, and objects to yourself
- Follow instructions



# Attendance Matters

Every student. Every day.

Regular attendance is **a vital factor in being successful at PAMS**. To maximize and respect teaching-learning time, we expect students to attend school and arrive on time. The Education Act recognizes that regular attendance supports the learning success of the student and contributes to the learning environment of the school. Education Act – article 13-1.

Absence from class for any reason does not excuse the student from their responsibility of completing assignments and learning the material covered during their absence. It is a student's responsibility to connect with their teacher when they return from an absence.

Parents, please contact the school anytime your child will be absent (273-4760) or email ([perth-andovermiddle@nbed.nb.ca](mailto:perth-andovermiddle@nbed.nb.ca)). An automated call goes out to the homes of all students with unexplained absences in the morning. If a student is absent, extra-curricular privileges are cancelled (games, practices, dances...)

## ARRIVALS AND DEPARTURES



### Morning drop-off procedure

We encourage all families to send their children on their assigned school bus.

Any family who chooses to drive his or her child(ren) will drop students off from the parking lot. Vehicles should stop in front of the crosswalk. Please do not drop your child off or stop in the bus lane anytime during the day. All drivers must respect the 10km/hr speed zone throughout our driveway.

All doors are locked after the final bus arrives. All students arriving after this time must buzz to have access through the main door. Students will sign in at the office, order their lunch at the cafeteria, and proceed to their homeroom class.

When a student needs to be picked up early from school the parent or guardian should notify the office. Parents/guardians must come in the school to pick up their child. The school requires verbal or written consent for any person other than the parent/guardian to pick up a child from school.

### **Departure procedure**



Bus students are dismissed once all buses arrive at the end of the day. To ensure a safe departure, walkers and students being picked up leave the building only after the buses depart.

Parents picking up students should follow behind the final bus. The parent pick-up lane is in the front of the school, the lane closest to the sidewalk. The parking lot will not be used to pick up students.

## **STUDENT FEES**

The student fee of \$42 covers the student lock rental, school-wide performances, art and technology supplies, this agenda, and some grade level activity fees.

Fees may be paid online at <https://www.schoolcashonline.com/> or at PAMS by cheque or cash. Fees must be paid by October 31<sup>st</sup>. Families who need support with school supplies should contact the school at 506-273-4760.

## **STUDENT HEALTH AND WELLNESS**



### **Health Services**

Public Health provides immunizations to grade 7 students in the Fall and Spring, for the HPV (Human Papillomavirus), Tetanus, Diphtheria, and Pertussis.

Students and parents will receive a link to information and online consent forms at the beginning of the school year by email. If you have any questions, please contact the Public Health Immunization line @ 506-325-4773 or by email at [UVImmunization@gnb.ca](mailto:UVImmunization@gnb.ca).



### **Medication**

Administration of medication to students is the responsibility of the students' parent/guardian. If it is necessary for school staff to administer medication at school, written permission must be given by parents, and a medical form (EECD Policy 704) must be completed. This includes both prescription and over the counter medication.

Instructions cannot be given by telephone or email.  
[www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/704A.pdf](http://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/704A.pdf)

## Allergy Aware



PAMS is an allergy aware school. We have several students and staff in our school who have allergies. Ingesting even a tiny amount of these items could be serious or even life threatening. Although it is not possible

to guarantee freedom from allergen contamination, staff make every effort to exhibit due care and responsibility in providing the safest environment possible for students.



### Scent sensitive

At PAMS, we expect students to avoid using strong scents (perfumes, hand sanitizers, hair, and body products) in the

building. This will minimize allergic reactions for students, staff, and volunteers with respiratory allergies or asthma. Due to our commitment to provide a safe learning environment for all, these expectations are strictly enforced.

[704AE-1.pdf](#)



**The Kids Help Phone** is an excellent resource for students experiencing difficulties, questions, or concerns. This free phone

line is accessible 24 hours. **Kids Help Phone @ 1-800-668-6868.**





**PSST** world stands for - Protecting Safer Schools Together is an online reporting tool to help create a safer environment where students can learn and work. If you have a

concern that you want the school to know about, go to <https://www.PSSTworld.com>. and share. It is anonymous and monitored during the school day.

## **VOLUNTEERS**

Parent/guardians, we want you to be an active part of our school community! We invite you to join the PAMS community as a volunteer. Contact the school if you are interested.



## **LOCKERS AND LOCKS**

Students are assigned a lock in grade 6 to keep for their three years in middle school. Students are expected to keep their books, coats, lunches, cell phones, and valuables in their lockers. Lockers are to be locked at all other times and combinations are not to be shared. Only school provided locks are to be used on the lockers.

## **SMOKING AND VAPING**

Smoking/Vaping is always prohibited for adults and students at PAMS. This includes all school grounds (buildings, parking lot, in vehicles, sports field, fire pit, spectator area). Extensive education on the dangers of smoking is provided to all students at the beginning of the year.

Students are not permitted to bring lighters, matches, tobacco, vape, drugs, alcohol, or nicotine liquid to school (EECD policy 702 – Tobacco Free schools/Policy 703 – Positive Learning and Working Environment). Violation of this policy for students will result in suspensions.

## CELL PHONES AND ELECTRONIC/GAMING DEVICES



The safest place for phones and electronics is home. If your child chooses to bring them, they are stored **in student lockers** throughout the school day including recess and noon hour. Students can use their phone once they have left the building at the end of the day. If a device is seen during the day, students will be asked to return it to their locker, or it will be stored in the office. Parents/guardians should call the main office (273-4760) if they need to connect with their child during the day.



## THE BEARS DEN

Our library (BEARS Den) has a wonderful selection of books that our students can read in class or at home. If there is a book that you would like, please let Mrs. Grant know. The BEARS Den also hosts various gatherings and social events.

## BIKE/SKATEBOARDS AT SCHOOL

Students who bike/board to school must:

- Wear a helmet.
- Lock their bikes up to the bike rack provide and bring boards to the PE office.
- Use safe driving/riding practices.
- Leave when walkers are dismissed at the end of the day.



Bikes and skateboards should only be used by their owner to travel to and from school, not during recess or lunch. PAMS is not responsible for lost, stolen, or damaged items. Student may not bring a motorized vehicle to school (scooter/4-wheeler/side by side).

### **Students Leaving School Property**

PAMS is a closed campus. If a student is leaving early or at lunch, the parent or guardian must come inside the building and sign out the student. Only the adults listed on the contact list may sign out or pick up a student.

For emergency changes to afterschool plans, parents/guardians must call the school. Parents can choose to sign the consent sheet sent home at the beginning of the year to give their child permission to walk off grounds afterschool instead of going on the bus. Without consent, all bus students must take the bus at the end of the day. Permission is important to ensure the safety of all students.

## SCHOOL FOR SUCCESS AND OUTDOORS



Students should dress for comfort in their learning environment. They should also wear appropriate clothes for outdoor recess each morning and lunch. Slogans/ graphics should be positive and appropriate for school; they should not be questionable or offensive. Alcohol or drug symbols are not acceptable at school.

## COMMUNICATION



PAMS staff is eager to get to know families and answer your questions. If you wish to speak to a teacher or an administrator, please make an appointment by calling or emailing the school. It is important to respect teaching time during the hours of 8-3:00 pm.

**Weekly homeroom updates** - Teachers communicate by email at the beginning of each week to share the students "week at a glance". This includes a brief outline of what students will be learning in each subject. Should your contact information change throughout the year, please inform the main office so you continue to receive these important emails.

### School wide events and reminders

Mrs. Grant sends general information to parents regularly by voicemail and email. Our newsletter highlights important events happening during the month. It is sent home with students and emailed to parents.



Social Media and the PAMS website are used regularly to share PAMS information. PAMS Facebook messenger is not used to communicate with parents.

Parents email and calls are returned during regular work hours, 8:00 am – 4:00 pm. Teachers are not able to return calls while students are at school and teachers are teaching or supervising classes (8:20-3:20pm). Teachers will return calls/emails within two days. For an immediate response, please contact the administration.

### **EARLY DEPARTURE**

In the event of an early school closure, parents/guardians will be notified that buses will depart early through email, voicemail, and social media.

### **REPORT CARDS**

Report cards are sent home three times during the year.

Conversations, observations, and students work are all part of the assessment and evaluation process. Progress reports are sent home in February.



## PHOTOS AT SCHOOL & SCHOOL EVENTS



Photos will be taken on October 21<sup>st</sup>. These are for yearbooks, class composites, and cumulative records. Photographs may be purchased from the photographer online or through the school.

With parent consent, photographs taken throughout the year to spotlight special events and classroom learning may be posted on social media and in the yearbook. Consent forms are sent home in September.

All photos taken **by students or parents** at school events (sporting events, special activities, after school events) are not to be shared (text, email, social media) without the consent of the parent of each child in the photo. It is the responsibility of the person taking the photo to get consent.

## BUS POLICY



Students are expected to take their assigned bus daily. Those who require an alternative stop must indicate this on the bus form sent home in September. The alternate bus/stop must follow a regular schedule (every Friday, last Tuesday of the month, etc.).

Riding the bus is a chance to show safe, respectful, and responsible behavior. Following bus expectations ensures a positive experience for all. Repeated unsafe behavior may lead to losing bus privileges. (EECD pupil transportation of students - Policy 514).

### **Basic Bus Safety Expectations**

- Respect the driver and others
- Remain seated
- Keep aisle clear
- Talk quietly

### **NUTRITION**

PAMS has snacks available to students in the morning and at break time for students.

### **Cafeteria**



Chartwells provide nutritious cafeteria meals at PAMS each day. Look for the cafeteria menu on social media. Parents can pre-order meals on-line at

[www.chartwellsk12.ca/schools](http://www.chartwellsk12.ca/schools).

If a student does not have or forgets their lunch, they can ask for a meal ticket and have the main meal free of charge.

This year, all students will be eating from 12:10 to 12:35pm each day followed by outdoor recess. Students will rotate eating in the cafeteria and in homeroom classes monthly. Students have access to microwaves only when they are eating in the cafeteria.

### **EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to take part in the extra-curricular activities at PAMS. These activities enhance school spirit, improve self-esteem, and develop fond memories. Listen to our daily announcements and visit our school website for a list of activities that are taking place at PAMS.

When activities are off school property all school regulations and policies remain in effect. Our students are expected to follow our BEARS code.

Remember, students must attend school to participate or be a spectator at a sporting event after school hours at PAMS. Students may only wait afterschool for an event if it begins immediately after dismissal. Otherwise, students are expected to go home and return for the event. The supervision of students at these events is the responsibility of the parent or guardian. Students who are not following school expectations, will be removed and reminded of the BEARS Code expectations. If the behavior continues, they will not be invited to attend afterschool events.

### **GYM Policy**

Students must have indoor sneakers for gym class. Without alternate footwear, students will not be taking part in physical activities. It is unsafe and not permitted to wear crocs, boots, bare or sock feet in gym class.

Students and adults attending special events are required to bring indoor footwear or remove outdoor footwear at the gym door.

### **SPECIAL EVENTS (dances, sliding party, movie nights)**

Special events are an exciting opportunity for students to connect and celebrate. Event times may vary, and students are expected to stay for the entire duration. Parents are encouraged to arrive promptly at the designated pick-up time. To attend, students must meet attendance requirements, such as being present in class and having no more than two unexcused absences in the previous four weeks.





# Classroom Expectations

## **B**elonging

Participate in classroom activities  
Include others  
Encourage and help each other

## **E**mpathy

Learn about the diversity of others  
Be patient  
Listen with eyes and ears

## **A**chievement

Practice a growth mindset  
Get to class on time  
Bring all materials to class  
Complete assigned work

## **R**espect

Take care of your belongings  
Keep desktops clean & put garbage in its place  
Raise your hand to speak.  
Use school appropriate language.  
Be on-time, enter & exit the classroom quietly

## **S**afety

Stay in my assigned space.  
Wait to be dismissed.  
Use equipment and materials appropriately  
Keep my hands, feet, and objects to myself



# CAFETERIA EXPECTATIONS

**C**

CALM AND KIND

**A**

ALWAYS USE AN INSIDE VOICE

**F**

FINISH YOUR FOOD, DON'T WASTE

**E**

EVERYONE STAYS SEATED

**T**

TIDY TABLES AND FLOOR

**E**

EVERYONE DESERVES A SAFE SPACE

**R**

RESPECT THE REDIRECT

**I**

INCLUDE OTHERS

**A**

A PLACE WHERE WE ALL BELONG

## ASD-W SCHOOL CALENDAR 2025-2026 - PUBLIC

<u>MONTH</u>	<u>DATES</u>	<u>EVENTS</u>	<u>NUMBER OF DAYS FOR STUDENTS</u>	<u>NUMBER OF DAYS FOR TEACHERS</u>
August	20	Opening Administrators' Meeting – ASD-W		
	21	New Administrators' Meeting – ASD-W		
	25	Full Administration Day – School Based	0	5
	26-27	NBTA Council Days		
	28	EECD Professional Learning Day K-12		
	29	Full Administration Day – School Based		
September	1	Labour Day		
	2	First Day of Classes for Grades K-12 (or staggered entry as noted by the school)	19	20
	26	EECD Professional Learning		
	30	National Day for Truth and Reconciliation		
October	13	Thanksgiving Day	22	22
	14-17	Registration for Students Entering Kindergarten in 2026-2027		
November	10	ASD-W School Improvement Planning Day		
	11	Remembrance Day Holiday		
	17	Report Cards Issued 9-12	17	19
	21	K-8 Full Day – Report Card Writing		
	21	9-12 Full Day – Parent/Teacher Interviews (½ day); School/District Based PL		
December	1	Report Cards Issued K-8		
	5	K-8 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½	14 (K-8)	15
	19	Last Day of Classes	15 (9-12)	
	22-31	Holidays		
January	1-2	Holidays		
	5	First Day of Classes		
	23	Last day of 1 <sup>st</sup> semester classes – High School	20 (K-8)	20
	26	Turnaround days – High School Only (No School for High School)	18 (9-12)	
	27	Turnaround days – High School Only (No School for High School)		
	28	First day of 2 <sup>nd</sup> semester classes – High School		
February	16	Family Day	19	19
March	2-6	March Break		
	13	K-8 Full Day – Report Card Writing	16 (K-8)	17
	30	Report Cards Issued K-12	17 (9-12)	
April	2	K-12 Full Day – Parent/Teacher Interviews (½ day); District Led PL ½		
	3	Good Friday	19	20
	6	Easter Monday		
May	1	Council Day		
	11	NBTA Branch Day	18	20
	18	Victoria Day		
June	12	Last day of 2 <sup>nd</sup> semester classes – High School		
	19	Last Day for Students – Final Report Card Day (K-12)	15	18
	22-24	Full Administration Days		
Total Number of Days for Students			179 (K-8)	
Total Number of Days for Teachers			179 (9-12)	195

*Blue – Teacher Workday, No Classes for Students*

*Red – First/Last Day of Classes for Students*

*Orange – Turnaround Days, No Classes for Students in Grades 9-12 Only*

*Green – Holidays for Teachers and Students*

*Purple – Opening Administrators' Meetings (Note: Additional Administrator Meeting dates will be forthcoming)*



# Kindness

Think before you say or do!

Am I...

- ☐ Using kind words and manners? \_\_\_\_\_
- ☐ Greeting or acknowledging others? \_\_\_\_\_
- ☐ Making others feel like they are valued and belong? \_\_\_\_\_
- ☐ Making others feel happy? \_\_\_\_\_
- ☐ Making others feel safe and content? \_\_\_\_\_
- ☐ Helping others? \_\_\_\_\_

